

Hinton Municipal Library's Tom Peterson Room

Phone: 780-865-2363 / Email: info@hintonlibrary.org

Bookings are available during **regular Library hours**. Bookings outside of regular library hours are available through special arrangement only.

Date(s) of booking: _____

Today's date: _____

Booking times: _____ Number of hours: _____

Purpose: _____

I have a Town of Hinton Business License (if required)

Name of group: _____

Personal contact name: _____

Address (for invoice): _____

Phone number: _____

Email: _____

Approx. # of people attending: _____

Size of Room Required:

Large side, 2/3 of total space: Boardroom —(max. capacity—50 people with no tables)

Small side, 1/3 of total space: Story room —(max. capacity—25 people—**no tables available**)

Full room, no wall —(approx. capacity—75 people with chairs/no tables)

***Cost Calculation:** _____ (# of hours) X _____ (room rate/GST inc.) = **Est. Cost \$** _____

Payment will be required on day of booking: ___ Visa ___ Debit ___ Cash ___ Cheque

Cancellation Policy: 24 hour cancellation notification is required, otherwise a \$15 fee will be charged.

A "**no show**" booking will be charged the full amount of the original rental.

I agree to the rental terms detailed above: _____ (signature)

_____ (print name)

Library Staff confirmation of booking: _____ (signature)

_____ (print name)

This form must be signed by rental group and library representative before booking is confirmed.

Please indicate how the group would like to be notified once the booking is confirmed:

Phone Email

Return signed form in person or via email.

Note: Presenter is responsible for setting up the room and for putting chairs away & cleaning up the room at the end of rental.

Optional Equipment (no extra charge):

- ___ Laptop/LCD projector
- ___ Projector Screen
- ___ DVD/Blu-ray Player
- ___ Coffee service (you bring own coffee & supplies)

Note: up to 75 chairs / 4 square tables / 2 half circular tables available for use